

## **2013-2014 Progress Report Submission Guidance**

### **03.24.2014**

We are providing the 2013-2014 Progress Report Template. We are now required to report on the number of MSY that are serving towards each measure. You'll see that we have included the "No of MSYs" box for each measure. Please fill in this box for the exact number of MSY that are serving towards that measure. If you need more information on how to do this, please contact your program officer.

In order to fill out the Progress Report in its entirety, all **GREEN** shaded cells must be filled in. The Demographic tab will need to be filled in (be sure to scroll down to enter in the demographic data). It is required that each grantee report on the following four:

Required Applicants

Required Leveraged volunteers

Required Leveraged volunteer hours

Required AmeriCorps member hours

The remaining demographics must be reported on if you collect that data. If you do not collect that data, enter a zero (0) into that field.

Next are the performance measure tabs. Enter in the information that is to-date in the green shaded cells. You will also select the drop-down for the progress towards the measure (met, ongoing, or unmet). If you will have additional data to add in the final progress report, you will select ongoing even if you have already met the measure.

We are required to report narrative in our reports to the Corporation for National and Community Service. Please take the time to collect and share with us the information on this tab.

The Progress Report Feedback tab will be used by us when we review your submit report.

On the Due Date tab, you'll see that this report is due on Monday, April 7, 2014. We will then review the report and request any needed additional information or clarification. Thank you for submitting this timely.